



FERRYBOAT MATE
OPEN, NON-PROMOTIONAL SPOT FOR
DISTRICT 4-OAKLAND (RIO VISTA)
CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN, NON-PROMOTIONAL SPOT FOR	DISTRICT 4 – OAKLAND	
	Candidates may only establish eligibility in <u>this</u> location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.	
CONTINUOUS TESTING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.	
HOW TO APPLY	Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE , personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.	
	FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON: Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-4941
	SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.	
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.	
DRUG TESTING REQUIREMENT/ DISQUALIFICATION	To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until on year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at 11000, you will be disqualified from any future examinations for State civil service peace office classes for 10 years from the date the test specimen was given.	
SALARY RANGE	\$3186-\$3497	
PERFORMANCE TEST	Eligible candidates will be notified by mail approximately 10 days in advance of the performance test date.	
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.	
MINIMUM QUALIFICATIONS	Possession of a valid U.S. Coast Guard license to operate a passenger carrying vessel of this class. NOTE: You must submit a copy of the license with your application at the time of filing. Applications submitted without the license will be rejected.	
SPECIAL PERSONAL CHARACTERISTICS	Tact; safety-mindedness; agility, physical strength and hearing at a level required for successful job performance.	

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION
DESCRIPTION

Operates cable-driven ferries of the State highway system on navigable sloughs and rivers; secures ferry approaches before permitting vehicles to enter or leave the ferry; maintains a traffic count of all vehicles crossing the ferry; observes all prescribed safety rules, regulations, and marine laws applicable to inland waterways; operates and services gasoline- and diesel-fueled engines and compressors; services marine and roadway lights on ferry and ferry approaches; maintains cooperative relations with traveling public; makes regular and special reports on the operation and condition of the ferry and of unusual incidents or accidents.

EXAMINATION
INFORMATION

This examination will consist of a performance examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

PERFORMANCE TEST – 100%

Scope:

A. Knowledge of:

1. Rules of the United State Department of Defense, Department of Commerce, and Coast Guard governing the operation of cable-driven ferries over navigable waters of the State of California.
2. Operating mechanisms of cable-drive ferries.
3. Basic occupational safety and health work practices to protect their own safety and heath and that of others.

B. Ability to:

1. Communicate effectively at the level required for successful job performance.
2. Service and make minor repairs on gasoline and diesel-fueled engines, compressors, and small electric generators.
3. Service marine and roadway lights.
4. Maintain cooperative relations with the traveling public.
5. Keep simple records and make traffic counts.
6. Prepare clear and concise reports, including the describing of accidents and unusual incidents.
7. Analyze situations accurately and adopt an effective course of action.

ELIGIBLE LIST
INFORMATION

An open, non-promotional spot eligible list will be established for the Department of Transportation in District 4. The names of successful competitors will be merged onto the list in order of final score, regardless of date. Competitors' eligibility will be expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then test again to reestablish eligibility.

CAREER CREDITS

Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

VETERANS
PREFERENCE POINTS

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4941, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8-498-7858 or TTY (916) 227-7857 / Calnet 8-498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.